



DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
YOUTH SERVICES DIVISION  
*Enrichment Portfolio- Chicago Housing Authority*  
**2021 Scope of Services**

**Contract Term:** January 1, 2021 through December 31, 2021

**PROGRAM AND DELEGATE INFORMATION**

Program Model: **Chicago Housing Authority (CHA)**  
Delegate Agency Name:  
Program Name:  
PO Number:  
Grant Amount:

**Programming:** *(Please check one of the following)*

☐ Year-Round Program ☐ School Year Only ☐ Summer Only

**Number of Youth Served:** \_\_\_\_\_

**CHA** *(select one primary focus from the subcategories)*

Subcategory: ☐ Arts & Culture ☐ Peace & Non-Violence ☐ Environmental Responsibility & Stewardship

**Program Information** *(Please initial your selection):*

DFSS Youth Services Division funding as a primary source for your program site (>50% of funding): \_\_\_\_\_

DFSS Youth Services Division funding is supplemental funding for your program site: \_\_\_\_\_

**Delegate Information**

**Executive Director Contact Information:**

Name:  
Address:  
Phone:  
Ward:  
Community Area:  
Zip:  
Fax:  
E-mail:

**Program Contact Information:**

Name:  
Address:  
Phone:  
Ward:  
Community Area:  
Zip:  
Fax:  
E-mail:

**Contract Staff Person:**

Name:  
Phone:  
Fax:  
E-mail:

**Fiscal Staff Person: (if different)**

Name:  
Phone:  
Fax:  
E-mail:

**Administrative Office Hours:** \_\_\_\_\_



**DEPARTMENT OF FAMILY AND SUPPORT SERVICES**  
**YOUTH SERVICES DIVISION**  
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**2021 Scope of Services**

**Contract Term: January 1, 2021 through December 31, 2021**

**Facility/Site Information**

List name of facility(ies) and address(es) where services are provided. Also include amount of contract allocated per site and the estimated number of clients to be served at each site.

Facility/Site Name	Address	Is this location a school?	Days of Operation Mon. – Fri. If applicable, list weekend days	Hours of Operation If applicable, list weekend hours	Amount of Contract allocated for this site	Number of Clients to be served at this site

In what Ward(s) and Community Area(s), are facility/sites providing services?

Ward(s):

Community Area(s):

Police District:

Indicate Program Service Area:

- ☐ This program will provide services citywide to all eligible individuals. Or,  
☐ This program will primarily serve the following Ward(s), Community Area(s), and Census Tract(s).



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YOUTH SERVICES DIVISION  
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**2021 Scope of Services**

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**Description of Program**

*Provide a brief narrative statement of this program, including the scope, target population problems addressed, and anticipated outcomes. Ensure that your Scope/Work Program incorporates the previously discussed elements of Sections A, B and C. If relevant, describe coordination with other sources/partners. This section is expected to describe the program at full operational capacity.*

Please provide a summary of your Recruitment Plan for the Ward(s) and Community areas you are targeting.



**DEPARTMENT OF FAMILY AND SUPPORT SERVICES**  
**YOUTH SERVICES DIVISION**  
*Enrichment Portfolio- Chicago Housing Authority*  
**2021 Scope of Services**

**Contract Term: January 1, 2021 through December 31, 2021**

**WORK PROGRAM**

**Dosage:** Please list the number of hours you will operate weekly:

**Staff to youth ratio:**

Please state the number of staff and the number youth will serve in each age group:

Youth ages 9 and under:	# of Staff _____	# of Youth _____	
Youth ages 10-12:	# of Staff _____	# of Youth _____	
Youth ages 13-21:	# of Staff _____	# of Youth _____	

**Curriculum** – Please list the SAFE program curriculum you will incorporate as part of your “SAFE” program curriculum concept:

**Youth Voice:** - Please list the youth involvement you will utilize; check all that apply:

- ☐ youth surveys:
- ☐ youth councils:
- ☐ youth leadership committees:
- ☐ Other, please list:

**Community Project:** Agencies must plan a community service project (s) in collaboration with the youth enrolled in their OST program(s). The project should benefit the community at large. The project should be facilitated by program staff, volunteers, parents, and youth. Please note documentation must be available to verify the event.

- Agencies delivering OST-Year-Round: 3 Community Projects.
- Agencies delivering OST-School Year: 2 Community Projects.
- Agencies delivering OST-Summer and School Breaks Only: 1 Community Project

Project Name	Project Description	Jan.-Mar.	Apr. - May	Jun. – Sept.	Oct. – Dec.	Outcome

**SECTION A – GOALS AND OBJECTIVES**

**Program Goals**

DFSS and CHA are in partnership to expand or complement existing programming already serving CHA youth by either extending the hours of service, enrolling additional CHA youth, or deepening programmatic offerings.



**DEPARTMENT OF FAMILY AND SUPPORT SERVICES**  
**YOUTH SERVICES DIVISION**  
*Enrichment Portfolio- Chicago Housing Authority*  
**2021 Scope of Services**

**Contract Term: January 1, 2021 through December 31, 2021**

**Target Population**

- CHA youth 6-18 years of age
- CHA children and youth of the CHA residents from traditional public housing, non-traditional sites, mixed-income developments, or households that have temporarily relocated to the private market with a Housing Choice Voucher (HCV).

**Overview**

This program is a collaborative effort between the Chicago Department of Family and Support Services (DFSS) and the Chicago Housing Authority (CHA). The program is intended to provide CHA youth ages 6-18 with quality youth programs through one of three program types and program models. It is a response to the critical needs of creating additional opportunities for youth who live in the Chicago housing developments.

**Program Model One:**

**Environmental Responsibility & Stewardship:** this program model is to foster youth to understand their important role in building healthy social and natural communities. By inviting youth to assess the community's health, they take a leadership role in ensuring; access to a clean and safe environment, access to healthy food, and opportunities for safe recreation and physical activity.

Agency should develop a timeline that lists, the major Environmental Responsibility & Stewardship project dates & activities. The project should be youth-driven, guided by adult expertise, and youth should be able to measure the benefits of their project to the community.

Examples of engaging activities: Chicago's city-wide Clean & Green, tree planting, assisting in agency or neighborhood gardens. Field trips to the local zoo, aquarium, and forest preserve, nature reserve, recycling materials, and attending the Environmental Awareness Day.

**Program Model Two:**

**Peace/Non-violence:** this program model transforms the culture and conditions that lead to youth violence. Addressing the issue of violence and its effects on preventing youth violence, including programs offering physical activity that helps contribute to positive mental health. Agency should connect youth in meaningful ways to promote community peace and non-violence.



**DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
YOUTH SERVICES DIVISION  
*Enrichment Portfolio- Chicago Housing Authority***

**2021 Scope of Services**

**Contract Term: January 1, 2021 through December 31, 2021**

Examples of engaging activities: lead a peace march with community and youth input, various workshops that enhance the peace building knowledge and skills of youth, building trust with youth, and creating spaces for youth to express their opinions. Provide workshops on bullying prevention, conflict resolution, and host sports events. Participation in Anti-Bullying Awareness Month in October, International Day of Non-Violence, and or

International Day of Peace, which occurs in September. Agency should develop a timeline that lists, dates, and activities of one Peace/Non-Violence project. The project should be youth-driven, guided by adult expertise, and youth should be able to measure the benefits of their project to the community.

**Program Model Three:**

Arts and Culture: this program encompasses everything from standard studio offerings to digital media. Youth are provided with instruction in one or more of the following art mediums; drawing, painting, performing, ceramics, photography, illustration, printmaking, graphics, web design, sculpture, etc.

Examples of engaging activities: field trips to local art museums and galleries, art fair, tours of community murals, workshops with guest artist exposing them to art techniques in their chosen art mediums.

Agency should develop and create an exemplary art project for CHA to display at one of their locations at the end of the program cycle. All projects should be youth-driven and guided by adult expertise.

**SECTION B – PERFORMANCE MEASUREMENT**

**Performance Indicators:** To track progress toward achieving this goal and assess the success of the program, DFSS will monitor a set of performance indicators that may include but are not limited to:

**Program Model One: Environmental Responsibility and Stewardship**

	OUTCOME	INDICATOR (S)	DATA COLLECTION METHOD
1	85% of youth will participate in an assessment of its community's environmental needs	Youth will use the assessment to determine their community project i.e., creating a garden and learn about healthy eating, participate in a community event, tree planting, etc.	DFSS will provide a survey and or a data assessment. Agency will report findings in Cityspan quarterly.
2	85% of youth will create a recycling activity/project	Youth will assist in neighborhood beautification i.e., clean and green project, create a project from recycled materials, etc.	DFSS will provide a survey and or a data assessment. Agency will report findings in Cityspan quarterly.
3	75% of youth report a positive relationship with an instructor and/or mentor in their program	Enduring healthier relationships and lifestyle choices.	DFSS will provide a survey and or a data assessment. Agency will report findings in Cityspan quarterly.



**DEPARTMENT OF FAMILY AND SUPPORT SERVICES**  
**YOUTH SERVICES DIVISION**  
*Enrichment Portfolio- Chicago Housing Authority*  
**2021 Scope of Services**

**Contract Term: January 1, 2021 through December 31, 2021**

**Program Model Two: Peace/Non-Violence**

	OUTCOME	INDICATOR (S)	DATA COLLECTION METHOD
1	85% of youth will gain practical knowledge on how to resolve conflicts without aggression	Youth will be able to explain how conflicts are resolved using positive feedback.	DFSS will provide a survey and or a data assessment. Agency will report findings in Cityspan quarterly.
2	85% of Youth will complete anti-bullying and non-violence workshops	Youth will participate in peace circles, neighborhood/community peace marches, anti-bullying campaigns, etc.	DFSS will provide a survey and or a data assessment. Agency will report findings in Cityspan quarterly.
3	75% of youth report a positive relationship with an instructor and/or mentor in their program	Enduring healthier relationships and lifestyle choices.	DFSS will provide a survey and or a data assessment. Agency will report findings in Cityspan quarterly.

**Program Model Three: Arts & Culture**

	OUTCOME	INDICATOR (S)	DATA COLLECTION METHOD
1	85% of youth will work with art consultant to create art work for CHA project; and or 85% of youth will participate in a performing art production	Youth will create a variety of art portfolios that demonstrate their creative expression, imagination, and heighten their performing art skills.	DFSS will provide a survey and or a data assessment. Agency will report findings in Cityspan on a quarterly basis.
2	85% of youth will develop knowledge of art mediums and performing art skills	Youth will be able to discuss their exposure/experience from attending art museums, video art/productions and attending art/performing art workshops held by guest and outside activities, etc.	DFSS will provide a survey and or a data assessment. Agency will report findings in Cityspan on a quarterly basis.
3	75% of youth report a positive relationship with an instructor and/or mentor in their program	Enduring healthier relationships and life style choices.	DFSS will provide a survey and or a data assessment. Agency will report findings in Cityspan on a quarterly basis.

To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:

- Number of participants enrolled (Agency will input into Cityspan)
- Average daily attendance at 85% (Agency will input into Cityspan)



DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
YOUTH SERVICES DIVISION  
*Enrichment Portfolio- Chicago Housing Authority*  
**2021 Scope of Services**

**Contract Term: January 1, 2021 through December 31, 2021**

### **Data Reporting**

Reliable and relevant data is necessary to create a common understanding of performance trends, ensure compliance, evaluate program results and performance, and drive program improvements and policy decisions. As such, DFSS reserves the right to request/collect key data and metrics from delegate agencies, including client-level demographic, performance, and service data in a format specified by DFSS. Delegate agencies will be expected to collect and share data with DFSS according to the format, frequency, and submission protocol specified by DFSS. Delegate agencies agree to make reasonable efforts to collect additional data related to performance as requested by DFSS. Agencies are responsible for entering youth and program information, including CHA client ID, youth enrollment and daily youth attendance into the database system weekly.

### **Meetings**

Delegates are required to participate in quarterly learning cohort meetings where they will participate in a shared learning experience that features discussions of youth development issues, best practices in the out of school time field, staff professional development, cultivation of professional and personal networks, support around data use and analysis, and training on City of Chicago processes and procedures. **Agency attendance at DFSS delegate agency meetings and learning cohort meetings are mandatory** for the organization's Executive Director and the Program Director. Staff attendance is also mandatory at community planning network meetings as scheduled by DFSS. DFSS may also request and identify additional staff participation in professional development trainings, meetings, and conferences, etc.

### **Uses of Data**

As part of DFSS's commitment to becoming more outcomes-oriented, the Youth Services Division seeks to actively and regularly collaborate with delegate agencies to enhance contract management, improve results, and adjust program delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and drive program improvements and policy decisions. As such, DFSS reserves the right to request/collect other critical data and metrics from delegate agencies, including client-level demographic, performance, and service data, and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract.

Upon contract award, delegate agencies will be expected to collect and report client-level demographic, performance, and service data, as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS. Delegate agencies must implement policies and procedures to ensure client records privacy and confidentiality for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at

[https://www.cityofchicago.org/city/en/depts/doi/supp\\_info/is-and-it-policies.html](https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html) DFSS has a monthly





**DEPARTMENT OF FAMILY AND SUPPORT SERVICES**  
**YOUTH SERVICES DIVISION**  
*Enrichment Portfolio- Chicago Housing Authority*  
**2021 Scope of Services**

**Contract Term: January 1, 2021 through December 31, 2021**

reporting expectation.

- Agencies are strongly encouraged to enter attendance weekly. The following documents are required in the data system: Work Plan, DFSS youth Intake Forms, Monthly Calendars, and outcomes.
- Agencies are responsible for entering youth and program information into the Cityspan database system. ([www.youthservices.net/chicago](http://www.youthservices.net/chicago)).
- Use of the database system is a contract requirement. Failure to maintain accurate information in the database may impact future funding. DFSS will provide training and technical assistance on the use of the database. Agencies are required to attend database trainings. Traditionally these trainings have been offered within the first quarter of the contract period.

**SECTION C – CORE ELEMENTS**

**Program Requirements**

1. Program cycle: The CHA youth programming model offers programming either year-round, school year only or summer only.
  - Year-round – This program operates for 48 to 52 weeks year-round. Programs operating the entire year must include programming on non-school days when school is not in session, including but not limited to, school holidays, federal holidays, teacher institute days, etc. Afterschool programming should operate two-three hours per day, five days a week. All programming during school breaks and non-school days should be for six hours a day.
  - School Year - This program operates for approximately 42 weeks a year when school is in session for two to three hours per day, five days a week.
  - Summer - This program model operates from six to nine weeks during the summer. All summer programs should operate a minimum of five days per week. Saturdays and Sundays can be an option. These programs will operate for six hours per day.

The following definitions are intended to provide consistency in program implementation and documentation of activities and services:

- Eligible Youth: CHA children and youth of the CHA residents from traditional public housing and non-traditional sites (mixed-income developments, or households that have temporarily relocated to the private market with a Housing Choice Voucher (HCV).
- Enrolled Youth: Youth who have completed the application with a signed consent form and have a verified CHA number.

Program Eligibility for all youth participants:

- Proof of Chicago residency



**DEPARTMENT OF FAMILY AND SUPPORT SERVICES**  
**YOUTH SERVICES DIVISION**  
*Enrichment Portfolio- Chicago Housing Authority*

**2021 Scope of Services**

**Contract Term: January 1, 2021 through December 31, 2021**

- A verified CHA I.D. number
- Complete CHA Intake Form

**2. Recommendation for Physical Fitness and Nutritious Snacks**

1. If snacks are provided, they should be nutritious according to USDA standards, which can be found at (<https://www.fns.usda.gov/cacfp/meals-and-snacks>).
2. Programs that allow youth to bring snacks will encourage families to make nutritious choices.
3. Physical fitness should be an important component of daily activity among youth to enhance brain activity and reduce obesity. Respondents are encouraged to develop components within their programs that plan and allow physical activity to take place at least twice a week. Activities should be supervised, fun, and engaging.

**3. Staff**

Agencies are responsible for entering staff contractual certification documentation into the Cityspan database system (<https://dfsstaff.cityspan.com/>).

Have a current CPR and First Aid certification additionally; all staff and volunteers must have completed a Federal Fingerprint Background check, online Mandated Reporter certificate, Mandated Reporter Acknowledgement Form, Child Abuse and Neglect Tracking System (CANTS), and the National Sex Offender Registry prior to employment start date. The CANTS, Mandated Reporter Certificate, and the National Sex Offender Registry should be conducted yearly. This documentation must be current and entered in Cityspan for verification prior to program start date. Staff/volunteers cannot work with children until background checks are completed. Staff and volunteers can only work with youth in the presence of a staff person who has a cleared Federal Fingerprint Background check. Background checks are required every five years from the date of the initial background check.

**4. Expenditure Rate**

Agencies are required to voucher monthly via eProcurement. Agency staff is expected to attend vouchering training and, if needed, is expected to meet the October budget revision deadline. The table below illustrates what percentage of the awarded grant should be expended quarterly. Note that organizations can only bill for personnel if they have submitted documentation that shows programming has the enrollment and/or attendance numbers to support submission.

First quarter 20% (January – March) Second quarter 50% (April – June)  
Third quarter 75% (July – September) Fourth quarter 100% (October – December)

**5. Meetings and Trainings**

Agency attendance at DFSS delegate agency meetings is mandatory for the organization's Executive Director and the Program Director. Staff attendance is also mandatory at community planning network meetings as scheduled



**DEPARTMENT OF FAMILY AND SUPPORT SERVICES**  
**YOUTH SERVICES DIVISION**  
*Enrichment Portfolio- Chicago Housing Authority*  
**2021 Scope of Services**

**Contract Term: January 1, 2021 through December 31, 2021**

by DFSS. DFSS may also request and identify additional staff participation in professional development trainings, meetings, and conferences, etc.

**6. Programmatic Changes**

If there are any changes to your staff, facility location, or work plan. You must notify in writing your DFSS Youth Services Coordinator and the Enrichment Portfolio Director of the Youth Services Division. These changes must be updated in your work plan in Cityspan.

**7. Program Written Procedures**

Agencies must also have a written procedure for identifying and reporting suspected child abuse or neglect. Agencies are also required to have written emergency procedures for a lost child and major/minor injuries and written safety/facility evaluation procedures. Staff should be trained on these procedures.

**8. Program Close-Out Procedures**

DFSS Close-Out Procedures must be followed if a DFSS-funded agency program is closing for any reason.

**9. Safe Environments**

Maintaining a safe and healthful environment is the responsibility of all agencies. Please see the attached Safe Environment checklist, which is a part of our program monitoring.

**10. Staff to youth ratio:**

Maintain a 1:20 ratio for CHA youth programming.



DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
YOUTH SERVICES DIVISION  
*Enrichment Portfolio- Chicago Housing Authority*  
**2021 Scope of Services**

**Contract Term: January 1, 2021 through December 31, 2021**

**SECTION E – SUBMITTAL AND APPROVAL**

**ACKNOWLEDGEMENT**

Agency Name:

Agency PO #:

☐ By checking this box, your agency certifies that it has read and understands Sections A, B, and C of this document.

a) Applicant signature	
b) Name (typed)	
c) Date submitted	
d) DFSS Staff signature	
e) Name (typed)	
f) Date approved	

\*\*\*\*This document must be printed in portrait style and single sided\*\*\*\*